

Introduction

In choosing a vocation, it pays to select the educational institution which can best prepare you to compete in the job market. In certain fields, private vocational schools in Ontario can often provide a suitable alternative to the wide range of training offered by colleges and universities.

Approximately one hundred and fifty private vocational schools in the province teach marketable skills to their students.

This booklet will help you select the registered private vocational school that is best suited to your needs. A few minutes' reading will help you to understand better what the schools offer and what costs and contract requirements are involved. It is important that you carefully consider your own aptitudes and career goals *before* you enrol.

What are Private Vocational Schools?

The registered private vocational schools offer training programs which deal with a single occupation or a number of related occupations.

These privately owned and operated schools of business, trade and technology offer training in secretarial and clerical work, bookkeeping, computer science, radio announcing, drafting, salesmanship, fashion modelling, hotel-motel management, engine repair, television electronics, court reporting, and other subjects. Programs may be provided in day or evening classes and, in many cases, by correspondence.

Do I have to be a high school graduate to enrol in a Private Vocational School?

Many schools do not require a particular level of education for enrolment. A high school diploma may be necessary, however, to obtain employment even if you have completed a training course designed to equip you with skills for the job.

Where can I get information about school locations and courses?

The Ontario Ministry of Colleges and Universities publishes a directory of private vocational schools that lists the training programs offered by each school. High school counselors usually have these directories, or you may write for a copy to the Private Vocational Schools Section, College Affairs Branch, Ministry of Colleges and Universities, 12th floor, Mowat Block, Queen's Park, Toronto, Ontario M7A 1B8.

Many private vocational schools are members of the Private Career Education Council. Information about member schools may be obtained by writing to the Council at P.O. Box 157, Agincourt, Ontario M1S 3B6.

Where can I obtain specific information about a particular course?

Write to the school listed in the directory and request information relating to costs, course content, length of training, entrance requirements, and starting dates for courses.

Are Private Vocational School Graduates accepted by employers?

No training program, be it in a college or university or a private vocational school, guarantees employment. A good course should, however, provide you with the skills to meet the minimum employment standards of a particular occupation.

A number of trades and vocations are regulated and require compulsory certification and apprenticeship training. Before enrolling in a course, you should inquire whether credit towards certification will be given. Contact the Industrial Training Branch, Ministry of Colleges and Universities, 10th floor, Mowat Block, Queen's Park, Toronto, Ontario M7A 1B8.

What financial assistance is available?

A limited number of private vocational schools are eligible to participate in various public financial assistance programs for students. Normally this assistance will apply only to courses six months or longer, with an entrance requirement of secondary school graduation. For more complete details consult the Student Awards Branch, Ministry of Colleges and Universities, 8th floor, Mowat Block, Queen's Park, Toronto, Ontario M7A 2B4.

Does Ontario regulate Private Vocational Schools?

All private vocational schools must have a registration certificate issued by the Ministry of Colleges and Universities. The supervision of these schools is the responsibility of the Private Vocational Schools Section of the Ministry.

The "Registration Certificate" granted by the Ministry of Colleges and Universities indicates that the school has met certain legal requirements established by The Private Vocational Schools Act, and that its courses have been evaluated and

approved. The province of Ontario does not rate or "accredit" any private business, trade, technical or correspondence schools, but it does monitor the operation of all private vocational schools to ensure that they fulfil their stated commitments to students.

**A Private Vocational School
sales representative must be
licensed**

Ontario law requires that, when meeting a prospective student away from the school, the school's agent have a permit bearing the agent's name, and the name of the school represented. The representative's permit is endorsed by the Minister of Colleges and Universities as well as the Superintendent of Private Vocational Schools. An owner of a school is not required to have a permit if he or she does not enrol or sign contracts away from the premises of the school. *Do not deal outside the school with a representative who does not have such a permit.*

**What should I consider when
enrolling in a Private
Vocational School?**

1. Make sure that the school is registered to operate in Ontario.
2. Be sure you can afford the total cost of enrolment fee, tuition, laboratory fees, books, transportation, room and board, etc.
3. Be realistic in evaluating your own aptitudes. Be sure you have the physical and mental qualities and educational background to profit from the course you are considering.
4. Read the contract and be sure you understand it before you sign. Don't be in a hurry. Your signature makes this contract legally binding. Be suspicious of the representative who says you *must* enrol now. Get someone else to review the contract if you do not understand it.

A school is responsible only for those conditions or terms which appear in the contract and descriptive literature, nothing more. Any promises or statements that are made by the representative and are not contained in the contract or catalogue may not be the responsibility of the school.

5. Be sure you understand exactly how much it will cost if you interrupt your training. *The refund policy must be clearly stated on the contract.*
6. Are you willing to devote the time and energy needed to succeed in the course? Many who enrol in correspondence courses do not complete them.
7. If possible, visit a school, see the facilities and equipment and talk with currently enrolled students or graduates. *Talk with employers who have hired graduates.*
8. If you have any further questions about private vocational schools, contact:
Private Vocational Schools Section
Ministry of Colleges and Universities
12th floor, Mowat Block, Queen's Park
Toronto, Ontario M7A 1B8
Telephone (416) 965-5388

Hon. Harry C. Parrott DDS, Minister
Dr. J. Gordon Parr, Deputy Minister



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